

This meeting may include one or more Commissioners that will participate by videoconference, and El Paso County employees that will participate by videoconference, which is allowed pursuant to Texas Government Code Section 551.127. A quorum of the Civil Service Commission will be physically present at the El Paso County Courthouse, 500 East San Antonio, 3rd floor, room 303, El Paso, Texas 79901. The meeting is open to the public during the open portions of the meeting, and the Commissioner participating by video conference shall be visible and audible to the public for as long as the Commissioner is able to participate

EL PASO COUNTY



**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, SEPTEMBER 20, 2022**

Chair

Sharon Voelz (Present)

Commissioners

Raul Campos (Present)

Laura Urrutia (Present)

OPEN MEETING

NOTICE TO THE PUBLIC

The meeting was called to order at 1:03p.m. Commissioners present were Chair Voelz, Commissioner Campos, and Commissioner Urrutia. Staff present were Ana Schumacher, Reginal Powe, Michelle Cochrane, Janet Sanchez, and Maria Gonzalez from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

Michelle Cochrane introduced the new Chief Human Resources Officer to the Civil Service Commission

CONSENT AGENDA

SEPTEMBER 20, 2022

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Regular Meeting of May 3, 2022.
--Michelle Cochrane, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the May 3, 2022, Regular Meeting Minutes of the Civil Service Commission.

VOTE:
YES- Campos, Urrutia, Voelz
NO: None

REGULAR AGENDA

SEPTEMBER 20, 2022

MOTION 2 (ITEM #2)

Discuss and take appropriate action on nominating and appointing the Chairperson for the El Paso County Civil Service Commission.
-- Michelle Cochrane, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to appoint Sharon Voelz as the Chairperson for the El Paso County Civil Service Commission.

VOTE:
YES- Campos, Urrutia, Voelz
NO: None

SEPTEMBER 20, 2022

MOTION 3 (ITEM #3)

Discuss and take appropriate action to approve the Chain of Command Policy from the El Paso County, Criminal Justice Department. OP-22-0105
-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Chain of Command Policy from the El Paso County, Criminal Justice Department.

VOTE:
YES- Campos, Urrutia, Voelz
NO: None

SEPTEMBER 20, 2022

MOTION 3 (ITEM #4)

Discuss and take appropriate action to approve the Staff Ethics and Standards of Conduct Policy from the El Paso County, Criminal Justice Department. OP-22-0105
-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Staff Ethics and Standards of Conduct Policy from the El Paso County, Criminal Justice Department.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

SEPTEMBER 20, 2022

MOTION 5 (ITEM #5)

Discuss and take appropriate action to approve the Dress Code Policy from the El Paso County, Criminal Justice Department. OP-22-0105

-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Dress Code Policy from the El Paso County, Criminal Justice Department.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

SEPTEMBER 20, 2022

MOTION 6 (ITEM #6)

Discuss and take appropriate action to approve the Leave Policy from the El Paso County, Criminal Justice Department. OP-22-0105

-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Leave Policy from the El Paso County, Criminal Justice Department.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

SEPTEMBER 20, 2022

MOTION 7 (ITEM #7)

Discuss and take appropriate action to approve the Staff Training and Development Policy from the El Paso County, Criminal Justice Department. OP-22-0105

-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Staff Training & Development Policy from the El Paso County, Criminal Justice Department.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

SEPTEMBER 20, 2022

MOTION 8 (ITEM #8)

Discuss and take appropriate action to approve the Evaluations Policy from the El Paso County, Criminal Justice Department. OP-22-0105
-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Evaluations Policy from the El Paso County, Criminal Justice Department.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

SEPTEMBER 20, 2022

MOTION 9 (ITEM #9)

Discuss and take appropriate action to approve the Departmental Meetings Policy from the El Paso County, Criminal Justice Department. OP-22-0105
-- Catherine Jones, Criminal Justice Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Departmental Meetings Policy from the El Paso County, Criminal Justice Department.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

SEPTEMBER 20, 2022

MOTION 10

Request to open Public Comment section made by Michelle Cochrane, Human Resources Department.
--Michelle Cochrane, Human Resources Department

On this day, on motion of Commission Campos and second by Commissioner Urrutia, it is the order of the Commission to open Public Comment section

SEPTEMBER 20, 2022

MOTION 11 (ITEM #10)

ADJOURN

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Urrutia the meeting adjourned at 1:20p.m.

VOTE:

YES- Campos, Urrutia, Voelz

NO: None

EXAMINED AND APPROVED THIS 1ST DAY IN NOVEMBER 2022



SHARON VOELZ, CHAIR



JANET SANCHEZ, RECORDING SECRETARY